

Overview of the Hiring Process

- ☞ Applications are screened and all meeting minimum requirements are submitted to the hiring work area.
- ☞ The hiring work area establishes a selection committee that interviews persons who seem highly qualified for the position. The supervisor of the position, who also serves on the selection committee, recommends the most qualified applicant for hiring after interviews and reference checks have been conducted.
- ☞ Then, Human Resources conducts a background check and sends the recommendation to the County Administrator for approval.
- ☞ The County Administrator approves the recommendation and returns it to Human Resources.
- ☞ Human Resources notifies the potential hiree and makes arrangements for hiring sign-on.

Special Considerations

Reasonable Accommodation. If you need a reasonable accommodation for interviewing or initial sign-on, simply notify the Human Resources Office.

Veterans Preference. Leon County gives preference in appointment to eligible veterans and spouses of veterans as defined in Chapter 295, Laws of Florida.

Drivers License. Persons filling positions requiring the operation of a county vehicle must possess the necessary license and possess/maintain a driving record that meets county insurance coverage standards (see application insert).

Drug Testing. All new hires must pass an employment drug test.

Background Checks. A criminal background check will be conducted on all persons recommended for hire.

Benefits. All benefits will be described in detail upon hiring. They include competitive salaries, medical and dental coverage, deferred compensation, disability coverage, paid time off, pension/investment plan and tuition reimbursement. If you have specific questions about benefits, contact the Human Resources Office.

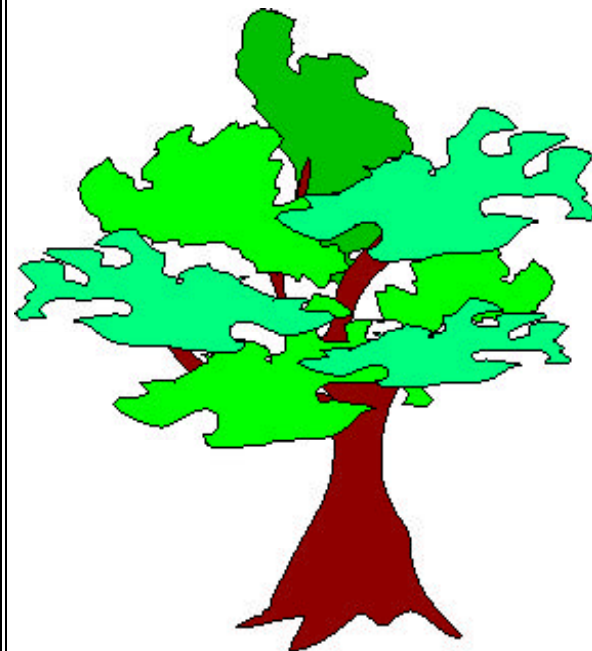
Other Questions

If you have questions about applying for positions with the Leon County Board of County Commissioners organization, contact:

LCBCC Human Resources Office
Leon County Courthouse, Suite 201 Tallahassee, FL 32301
PHONE: 850/487-2220 FAX: 850/488-6293
E-MAIL: boatwrightl@mail.co.leon.fl.us

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APPLYING FOR A JOB WITH US



Leon County
Board of County Commissioners
Tallahassee, Florida

Who We Are

A career with the Leon County Board of County Commissioners (BCC) organization means doing work that matters. The citizens of our county demand and receive products and services built on integrity, quality and innovation. We know that it takes good people to make it happen, so we invite you to come build your career in an organization that offers excellence.

With Leon County BCC, you will be encouraged to develop your talents and find new challenges. We are committed to recruiting, retaining and promoting a diverse workforce. It is our policy not to discriminate against individuals on the basis of race, color, religion, gender, sexual orientation, national origin, age, disabled status or marital status.

Leon County was created by the Territorial Legislature in 1824 and was named for Florida's founder, Ponce de Leon. It is one of Florida's 67 counties and encompasses 671 square miles of rolling hills and tree-lined roads. Approximately one-fourth of it is occupied by the Apalachicola National Forest. Leon County is located in northwest Florida, near the Gulf of Mexico, bordering on the Georgia state line.

Leon County is governed by an elected 7-member board of commissioners. In 2002, Leon County citizens voted to operate under a charter form of government which sets forth the structure of the Leon County government, including the powers and duties of the County Commission, County Administrator, and County Attorney. The Leon County Board of County Commissioners organization is one of seven arms of Leon County government and has about 600 full-time employees. It is headed by a County Administrator who directs four departments in providing services to Leon County citizens.

Board of County Commissioners



How To Find Out About Job Vacancies

Leon County job vacancies are listed and described on the Leon County website, <http://www.co.leon.fl.us> and are on the job line at 850/922-4944. Vacancies are also advertised in local newspapers as follows:

Tallahassee Democrat- Sunday only
Capitol Outlook- Thursday issues

Various organizations and services receive faxes of job ads. Ads are posted outside the Human Resources Office and copies are available inside. Job boards throughout the various County departments also post job openings.

How To Obtain The Employment Application

Employment applications are easy to access and complete online. You can apply for multiple jobs using the same application by just changing the job and resubmitting the application. Also, you can save the application, by using a password, and retrieve it to apply for other jobs in the future.

To access the online application, go to <http://www.co.leon.fl.us> and click on **Job Opportunities**. Then, click on any job title to get a description of the job and other related information. To apply, click on "Click here to Apply for Jobs Online" at the top of the page and follow online instructions.

If you are unable to use the online application, you may pick up one during regular work hours in the LCBCC Human Resources Office. Also, applications are usually available at local employment agencies. If you cannot acquire an application via any of these avenues, call (850) 487-2220 to request that one be mailed or faxed to you.

Resumes may be submitted but cannot be accepted in place of the completed application. All information submitted is subject to verification. Applications must be received (or postmarked) by 5 p.m. of the closing date of the position vacancy.